

The purpose of the Quick Reference Guide for SCI Registry User Maintenance is to provide the Electronic Signature Authority with step-by-step instructions for user maintenance which will include assignment of individual user's security roles. If questions or concerns should arise during the assignment of individual user's security roles, contact the help desk at 866-439-4082 (select option 2, Immunization Registry).

The Electronic Signature Authority is the facility's senior prescribing authority. In South Carolina, the senior prescribing authority may be:



- Doctor of Medicine (MD)
- Doctor of Osteopathy (DO)
- Physician Assistant (PA)
- Advanced Practice Registered Nurse (APRN)
- Doctor of Pharmacy (PharmD)
- Registered Pharmacist (RPh)

The Electronic Signature Authority is solely responsible for the maintenance of the facility's individual user's accounts.



Maintenance of the facility's individual user's accounts includes:

- Adding new individual user's accounts
- Providing new individual users with access information
- Resetting passwords
- Disabling individual user's accounts
- Selecting user's security role

Logging into SCI PAS

To access User Maintenance, the Electronic Signature Authority should go to:

<https://www.scdhec.gov/scipas>

Electronic Signature Authority should enter Username and Password. Click **LOGIN**.

If Electronic Signature Authority does not remember Username and Password, please contact the Help Desk at 866-439-4082 (select option 2, Immunization Registry) for assistance.

Navigating to User Maintenance

Electronic Signature Authority
navigates to User Maintenance by
clicking on **ADMIN** tab.

Click on **User
Maintenance**.

From the **Select A
Provider** dropdown,
select your facility.

Users are listed in
alphabetical order
based on the user's
email address.

Users in **RED** have
disabled.

The screenshot shows the SCI PAS Admin interface. The top navigation bar includes tabs for HOME, NEWS, ACCOUNT, VACCINE, REGISTRY, **ADMIN**, REPORTS, and LOGOUT. The **ADMIN** tab is highlighted. Below the navigation bar, the 'Administration' section is visible, with a sidebar containing links for SCI PAS Home, Logout, Administration, **User Maintenance** (highlighted with a red box), and Provider Maintenance. The main content area displays a welcome message and an 'Administration Message Board'.

The screenshot shows the 'User Maintenance' page. On the left, the 'Select A Provider' dropdown menu is open, showing 'Test Healthcare' as the selected option. A green box labeled 'To Get Started:' contains the text 'Select a Provider -OR- Search a Username'. The right side of the page contains a form for 'Fill out the necessary information.' with fields for User Type, Email, First Name, Middle Name, Last Name, Position, and Phone Number.

The screenshot shows the 'User Maintenance' page with a list of provider users. The list is titled 'Provider Users' and includes columns for ID, Username, First Name, Last Name, and Last Logged. The first four rows are highlighted in red, indicating disabled users. The 'To Get Started' button is also visible.

ID	Username	First Name	Last Name	Last Logged
12326	james.legal@testhealthcare.c	James	Legal	150555
12322	john.test@testhealthcare.com	John	Test	150555
13369	mary.test@testhealthcare.com	Mary	Test	150555
13370	sara.test@testhealthcare.com	Sara	Test	150555

Adding New User Accounts

STEP 1:

Search for user by scrolling up/down list or type email address in search screen.

The screenshot shows the SCI PAS interface. At the top, there's a navigation bar with links: HOME, NEWS, ACCOUNT, REGISTRY, ADMIN, REPORTS, LOGOUT. Below this is a search bar with a dropdown menu set to 'Test Healthcare' and a search button. The search results table is displayed, showing a list of users. The user 'mary.test@testhealthcare.com' is highlighted in red. To the right of the table is a form titled 'Fill out the necessary information.' with fields for User Type (radio buttons for ESA, LSA, Neither), Enter Email, First Name, Middle Name, Last Name, Position, Examples, Phone Number, and a checkbox for 'User can access SCIPAS'. A 'SAVE' button is at the bottom right.

ID	Username	First Name	Last Name	Last Logge
12326	james.legal@testhealthcare.c	James	Legal	150555
12322	john.test@testhealthcare.com	John	Test	150555
13369	mary.test@testhealthcare.com	Mary	Test	150555
13370	sara.test@testhealthcare.com	Sara	Test	150555

STEP 2:

If individual is not found, click on **NEW**.

This screenshot is similar to the previous one, but the 'NEW' button at the bottom left of the search results table is highlighted in red. The 'Fill out the necessary information.' form is also visible, with fields for User Type, Enter Email, First Name, Middle Name, Last Name, Position, Examples, Phone Number, and a checkbox for 'User can access SCIPAS'. A 'SAVE' button is at the bottom right.

STEP 3:

On the right side of the screen, the **DATA** tab is activated. Select **NEITHER** for User Type. Then, enter individual's email, first name, last name, position and phone number in appropriate fields. Then, click **SAVE**.

STEP 4:

On the right side of the screen, click on the **ROLES** tab.

STEP 5:

Select **CLICK TO SHOW ROLES**.

STEP 6:

Select appropriate Registry security user role:

- Provider Registry Administrator:**
On behalf of the electronic signature authority, user can complete on-boarding forms without electronic signature rights; only electronic signature authority can submit forms.
- Provider Registry Override User:**
Update rights (ability to print reports) plus validation/invalidation and deletion rights
- Provider Registry Standard User:**
Update rights (ability to print reports)
- Provider Registry Read-Only User:**
Read-only rights (ability to print reports)

After selecting appropriate security role, select **SAVE**.



The Electronic Signature Authority (ESA) is responsible for the appropriate selection of an individual's security role in SCI Registry and future maintenance of all individual user accounts for the facility.

STEP 7:

Individual user account set-up is now complete.

User must:

- View [Registry User Overview and Training Videos](#)
- View/Print [Registry User Quick Reference Guide](#)

These documents may be found on the SCI PAS Home Page.

Upon user's completion of the overview and training videos, ESA will provide user with:

- Username – This is the individual's email address.
- Temporary Password – This is the facility's PIN.

ID	Username	First Name	Last Name	Last Logged
12326	james.legal@testhealthcare.com	James	Legal	150555
12322	john.test@testhealthcare.com	John	Test	150555
13371	luke.test@testhealthcare.com	Luke	Test	150555
13369	mary.test@testhealthcare.com	Mary	Test	150555
13370	sara.test@testhealthcare.com	Sara	Test	150555

Username PIN

Updating an Existing User

STEP 1:

Click on the appropriate user.

On the right side of the screen, the **DATA** tab will update showing the selected user's information.

NOTE: Selected user does not have access to SCI PAS. Click **YES**, if access is desired for this user. Then, click **SAVE**.

Fill out the necessary information.

User Type: ☐ ESA ☐ LSA ☒ Neither

Enter Email:

Examples: jdoe@provider.com jane.doe@provider.com

First Name:

Middle Name:

Last Name:

Examples: John Q. Doe Jane Doe

Position:

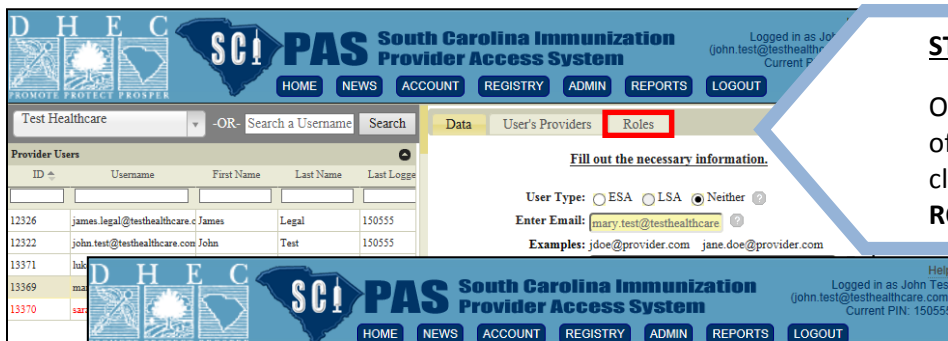
Examples: Vaccine Coordinator Medical Doctor

Phone Number:

Examples: (803) 555-1234 (864) 123-4567

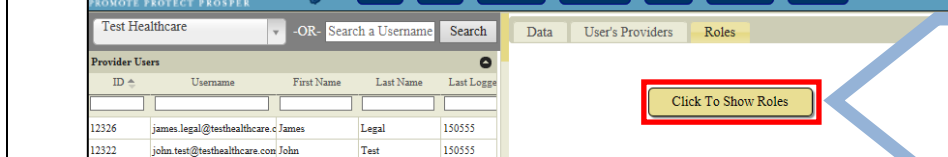
User can access SCIPAS ☒ Yes ☐ No

SAVE




STEP 2:

On the right side of the screen, click on the **ROLES** tab.



STEP 3:

Select **CLICK TO SHOW ROLES**.



STEP 4:

Select appropriate Registry security user role:

- **Provider Registry Administrator:**
On behalf of the electronic signature authority, user can complete on-boarding forms without electronic signature rights; only electronic signature authority can submit forms.
- **Provider Registry Override User:**
Update rights (ability to print reports) plus validation/invalidation and deletion rights
- **Provider Registry Standard User:**
Update rights (ability to print reports)
- **Provider Registry Read-Only User:**
Read-only rights (ability to print reports)

After selecting appropriate security role, select **SAVE**.



The Electronic Signature Authority (ESA) is responsible for the appropriate selection of an individual's security role in SCI Registry and future maintenance of all individual user accounts for the facility.

STEP 7:

Individual user account set-up is now complete.

User must:

- View [Registry User Overview and Training Videos](#)
- View/Print [Registry User Quick Reference Guide](#)

These documents may be found on the SCI PAS Home Page.

Upon user's completion of the overview and training videos, ESA will provide user with:

- Username – This is the individual's email address.
- Temporary Password – This is the facility's PIN.

ID	Username	First Name	Last Name	Last Logged
12326	james.legal@testhealthcare.com	James	Legal	150555
12322	john.test@testhealthcare.com	John	Test	150555
13371	luke.test@testhealthcare.com	Luke	Test	150555
13369	mary.test@testhealthcare.com	Mary	Test	150555
13370	sara.test@testhealthcare.com	Sara	Test	150555

Resetting User's Password

ID	Username	First Name	Last Name	Last Logged
12326	james.legal@testhealthcare.com	James	Legal	150555
12322	john.test@testhealthcare.com	John	Test	150555
13371	luke.test@testhealthcare.com	Luke	Test	150555
13369	mary.test@testhealthcare.com	Mary	Test	150555
13370	sara.test@testhealthcare.com	Sara	Test	150555

STEP 1:

To reset a user's password, click on appropriate user.

Click **RESET PASSWORD**.

ESA will provide user with:

- Username – This is the individual's email address.
- Temporary Password – This is the facility's **PIN**.



The Electronic Signature Authority (ESA) is responsible for the resetting user's passwords.

Please remind user's that the **New Password** must be at least 8 characters long and include:

- Uppercase letter
- Lowercase letter
- Symbol
- Number (minimum of 2)

Disabling an Existing User

STEP 1:

Click on the appropriate user.

On the right side of the screen, the **DATA** tab will update showing the selected user's information.

To disable (or terminate) a user's access to SCI PAS, click **NO**. Then, click **SAVE**.

The screenshot shows the SCI PAS interface. On the left, the 'Provider Users' table lists several users. The user 'sara.test@testhealthcare.com' is selected. On the right, the 'DATA' tab is active, displaying the user's information. The 'User can access SCIPAS' field is set to 'No', and the 'SAVE' button is highlighted with a red box.

ID	Username	First Name	Last Name	Last Logged
12326	james.legal@testhealthcare.com	James	Legal	150555
12322	john.test@testhealthcare.com	John	Test	150555
13371	luke.test@testhealthcare.com	Luke	Test	150555
13369	mary.test@testhealthcare.com	Mary	Test	150555
13370	sara.test@testhealthcare.com	Sara	Test	150555

Fill out the necessary information.

User Type: ☐ ESA ☐ LSA ☒ Neither

Enter Email:

Examples: jdoe@provider.com jane.doe@provider.com

First Name:

Middle Name:

Last Name:

Examples: John Q. Doe Jane Doe

Position:

Examples: Vaccine Coordinator Medical Doctor

Phone Number:

Examples: (803) 555-1234 (864) 123-4567

User can access SCIPAS: ☒ Yes ☐ No

SAVE

STEP 2:

The disabled (or terminated) user account should now appear in **RED** following the last enabled (or active) user account. If more than one disabled user account is listed, user accounts are in alphabetical order by email address.

The screenshot shows the SCI PAS interface. The 'Provider Users' table now shows the user 'sara.test@testhealthcare.com' highlighted in red, indicating it is disabled. The 'DATA' tab is still active, showing the user's information. The 'User can access SCIPAS' field is set to 'No', and the 'SAVE' button is highlighted with a red box.

ID	Username	First Name	Last Name	Last Logged
12326	james.legal@testhealthcare.com	James	Legal	150555
12322	john.test@testhealthcare.com	John	Test	150555
13371	luke.test@testhealthcare.com	Luke	Test	150555
13369	mary.test@testhealthcare.com	Mary	Test	150555
13370	sara.test@testhealthcare.com	Sara	Test	150555

Fill out the necessary information.

User Type: ☐ ESA ☒ LSA ☐ Neither

Enter Email:

Examples: jdoe@provider.com jane.doe@provider.com

First Name:

Middle Name:

Last Name:

Examples: John Q. Doe Jane Doe

Position:

Examples: Vaccine Coordinator Medical Doctor

Phone Number:

Examples: (803) 555-1234 (864) 123-4567

User can access SCIPAS: ☒ Yes ☐ No

SAVE



The Electronic Signature Authority (ESA) is responsible for the disabling (or terminating) of user accounts.